

Maine Judicial Branch

Detailed Instructions for Requesting Elevated Access to Electronic Court Records

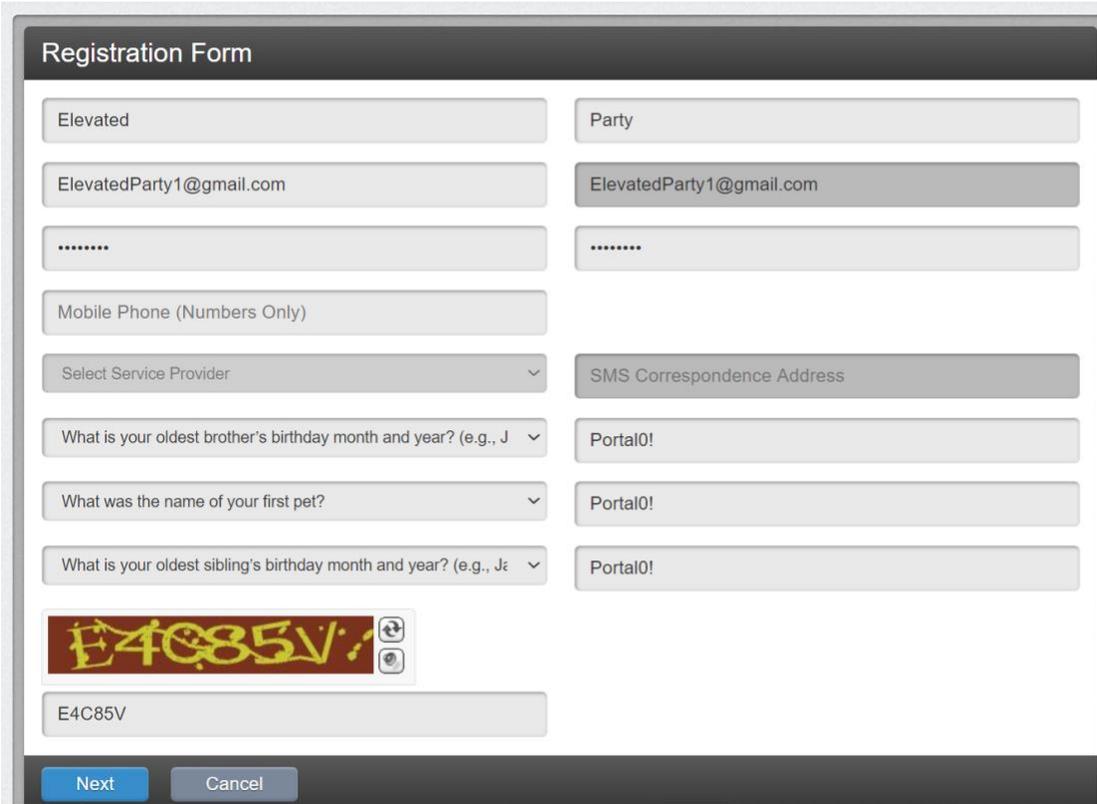
Case parties and attorneys of record can access their electronic court case files via the [Odyssey Portal](#). Access to cases and related documents is governed by the [Maine Rules of Electronic Court Systems](#). While some court records and case types are publicly accessible and can be searched and viewed without having to register for a user account, others will require the user to register for an account on the Odyssey Portal and request elevated access before being able to view all court records. Once a request is approved, parties and attorneys can search for and access their nonpublic case information and documents. Please follow the steps below to register for an Elevated Odyssey Portal User Account.

Step 1- Register for a user account on the Odyssey Portal

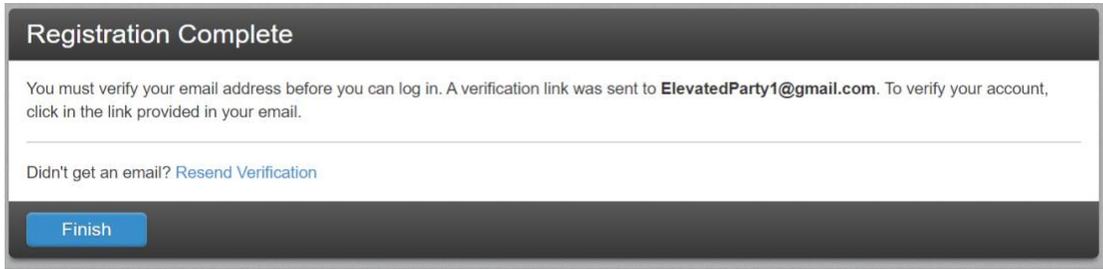
- a. Go to the [Odyssey Portal](#), select Register from the Register/Sign In option from the upper right of the screen. Please note: if you have already registered for an account on the Portal, go to Step 2.



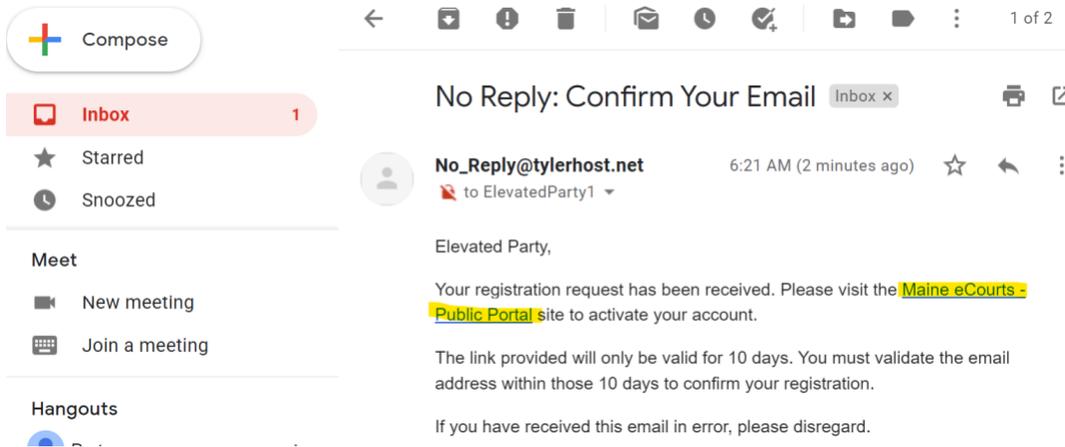
- b. Complete the Registration Form and click **Next**.

A screenshot of the 'Registration Form' interface. It features a two-column layout of input fields. The left column includes fields for 'Elevated' (with 'Elevated' entered), 'ElevatedParty1@gmail.com', a password field with dots, 'Mobile Phone (Numbers Only)', a 'Select Service Provider' dropdown, and three date/year selection fields. The right column includes a 'Party' field, an email field with 'ElevatedParty1@gmail.com', three password fields with dots, an 'SMS Correspondence Address' field with 'Portal0!', and three more 'Portal0!' fields. At the bottom, there is a CAPTCHA image showing the text 'E4C85V' and a corresponding input field with 'E4C85V' entered. 'Next' and 'Cancel' buttons are at the bottom.

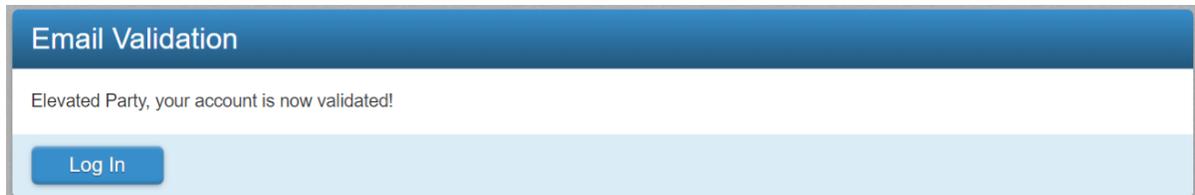
- c. A “registration complete” message will be displayed, and an email will be sent to the email address you registered with.



- d. Open the registration email and click on verification link provided.



- e. Once you click on the verification link, you will receive the message below:



Step 2- Sign in to your user account on the Portal and Select “Party” Access

- a. After signing into your account on the Portal you will see a screen specifying the type of access you are requesting. Select “Party” if you are a party in a case where eFiling has been implemented **OR** an attorney of Record. (“Party” is the only option.) Click submit.

Request Access

If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.

Select Your Role

PARTY
▼

What's Included

- Smart Search Portlet
- Online Payments Portlet

Home
Submit

b. You will receive a message to confirm your request has been submitted and that you will be notified of status changes via email. You can close the window or click [Home] to sign out.

Your access request has been submitted.

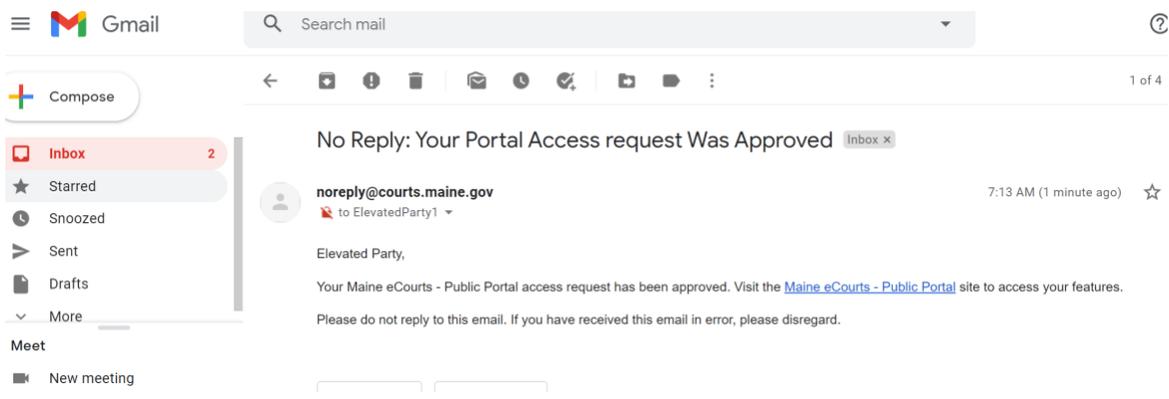
You will be notified of any status change via email.

Home

Step 3- Submit a completed Elevated Access Request Form to any clerk’s office.

To finish activating your elevated user account, you must submit an Odyssey Portal Elevated Access Request Form. ***This form must be submitted in person at any clerk’s office with one form of positive ID OR submitted after notarization before the request can be processed.*** You may submit the form by mail if it is signed by a notary public. If the form is NOT signed by a notary public, you can only submit it by appearing at a courthouse and providing it to the clerk along with your picture ID. To learn more, visit <https://www.courts.maine.gov/ecourts/index.html>.

Please note that it may take 3-5 business days to activate your account. Once your account is activated, you will receive an email notification informing you that elevated access has been granted.



Maine Judicial Branch Odyssey Portal Elevated Access Request Form

This form is for a **party** OR an **attorney** to request elevated access to electronic court case records through the Maine Judicial Branch Odyssey Portal. Electronic court records are available **only** in courts and for cases where eFiling has been implemented.

Before submitting this form, if you have not already done so, please register for an account on the Odyssey Portal. Submit this form in person at any court clerk's office with one form of positive ID OR by mail if the form has been signed by a notary public.

Please note: it may take 3-5 days to activate your account. Once activated, you will receive an email that the account is ready to use. To learn more, visit www.courts.maine.gov/ecourts.

Complete this section if you are a party:

Party Name: _____ Date of Birth: _____

Email Address: _____

Docket number(s) of your case(s) you are seeking elevated access to:

Complete this section if you are an attorney:

Attorney Name: _____ Bar Number: _____

Email Address: _____

I am a party in the case(s) identified above OR an attorney and request elevated access to my case(s) through the Maine Judicial Branch Odyssey Portal.

Must check each box:

I have completed registration for a basic user account on the Odyssey Portal:
<https://publicportal.courts.maine.gov/Portal>.

I certify that the email address listed above is the same used to register on the Public Portal and that if I change my email address and/or seek to register using a different email address, I must re-register and submit a new access request form to the clerk.

I agree that I am responsible for the use of my account, including any misuse resulting in improper disclosure of nonpublic information as defined by the Maine Rules of Electronic Court Systems and any other applicable rules, laws, and orders.

Date

Signature

If submitting this form by mail, it must be signed by a notary public and the following section must be completed. See reverse.

FOR NOTARY USE ONLY

State of Maine, County of _____

I certify that on the date set forth below, the individual named above did appear personally before me and that I did identify this applicant by:

(a) comparing his/her physical appearance with the photograph on the following identifying document presented by the applicant:

- U.S. Passport no. _____ Expires _____
- Maine driver's license no. _____ Expires _____
- Maine state identification card no. _____
- Other [specify] _____

and (b) comparing the applicant's signature made in my presence on this form with the signature on the above identifying document.

The statements on this document are subscribed and sworn to before me by the applicant on this _____ day of _____, 20_____.

Notary Public Signature: _____

[Notary Seal]

My Notary Commission Expires: _____

FOR CLERK'S OFFICE USE

Clerks: Please scan the completed form to the OIT helpdesk.

Form of identification presented (if form presented in person):

OIT ticket number/date created: _____